

**Information Network of Kansas
Board Meeting
March 1, 2007**

The March 1, 2007 meeting was held at the KDOT Office, 700 SW Harrison, 2nd Floor, Topeka, KS 66603. At 10:00 a.m. Vice Chairman Winfrey called the meeting to order.

The following Board members and proxy were present: Stan Ahlerich, Tim Blevins, Cynthia Dunham, David King, Denise Moore, Dennis Slimmer, Ron Thornburgh, Roger Winfrey, and Dan Yunk. Others present were: Jim Hollingsworth, INK Executive Director; Tracy Smith, Brent Hoffman, Scott Morrison, Wayne Dirks, and Lisa Counts of Kansas Information Consortium; Phil Elwood, INK General Council; Dan Korber, Kansas, Inc.

Chairman's Report

Winfrey noted Chairman Yunk would be late for the meeting due to the weather. Winfrey welcomed King to the Board, and King provided a brief background on himself. King was appointed as the Public Libraries representative and is employed by the Topeka & Shawnee County Public Library.

Approval of Minutes

Winfrey referred to the minutes of the December 14, 2006 and January 4, 2007 meetings and requested corrections.

Referring to the January 4, 2007 minutes, Smith noted corrections:

Referring to the December 14, 2006 meeting, Slimmer noted corrections:

A motion was made by Slimmer to approve the corrected December 14, 2006 and January 4, 2007 minutes. Seconded by Ahlerich. Motion carried.

Treasurer's Report

Hollingsworth provided the Treasurer's Report for the period ending January 31, 2007. Hollingsworth noted that costs were in line with revenues and highlighted several aspects of the report.

Hollingsworth recommended, Fund 456 KDOT (PKI) Grant and Fund 462 Kansas GIS – A Systemic Answer be collapsed and the funds moved into Fund 405 Unrestricted Fund Balance. Discussion ensued.

A motion was made by Dunham to collapse and move funds from Fund 456 KDOT (PKI) Grant and Fund 462 Kansas GIS – A Systemic Answer to Fund 405 Unrestricted Fund Balance. Seconded by Slimmer. Motion carried.

A motion was made by Ahlerich to receive the Treasurer's Report for the period ending January 31, 2007. Seconded by Slimmer. Motion carried.

Network Manager Report

Smith introduced Counts as the new KIC General Manager, and Counts provided a brief background on herself and the upcoming transition.

Smith provided the Board with an update on the KIC financials for the period ending January 31, 2007. Smith noted there were no new service requests.

Smith noted there were three new contracts for the Board to review:

- The **Electronic Government Service Contract with the Kansas Department of Agriculture (KDA)** requests INK assistance in providing online pesticide dealer registration renewal and payment portal service. The online pesticide dealer registration renewal and payment portal will allow pesticide dealers to renew dealer registrations and pay by electronic check and credit card.
- The **Kansas Board of Health and Environment (KDHE) Bureau of Waste Management** requests INK assistance in providing their conference registrants the ability to pay conference registration fees online. This will be created as a fee service. Development of the INK service for the Bureau of Waste Management is at no cost to the KDHE.
- The **Lyon County District Court Searches** requests INK assistance for providing online district court searches.

At 10:20 a.m. Yunk joined the meeting.

A motion was made by Dunham to approve the three previously listed new contracts. Seconded by Blevins. Discussion ensued. Motion carried.

Smith noted there were several contract renewals for the Board to review:

- **Website Hosting – Kansas Board of Healing Arts (KSBHA)**
- **Website Hosting – Kansas Commission on Veterans Affairs (KCVA)**
- **Website Hosting – Behavioral Science Regulatory Board (BSRB)**
- **Website Hosting – Emergency Medical Services (EMS)**
- **Website Hosting – Phillips County**
- **Website Hosting – Kansas Board of Pharmacy (KBP)**
- **Website Hosting – Kansas State Board of Nursing (KSBN)**
- **Online Property Tax – Barton County**
- **Online Property Tax – Graham County**
- **Online Property Tax – Ottawa County**
- **Online Property Tax – Pratt County**
- **Online Property Tax – Reno County**
- **Online License Renewals – Kansas Board of Healing Arts (KSBHA)**
- **Online License Renewals – Kansas Department of Health and Environment (KDHE)**
- **Online Lobbyist Expenditure Report – Kansas Governmental Ethics Commission**

A motion was made by Slimmer to approve the previously listed Contract Renewals. Seconded by Dunham. Motion carried.

Smith provided the Board with an update on several legislative issues, including HB 2457, enacting the Kansas Taxpayer Transparency Act requiring the Secretary of Administration to create a searchable website where the public can access certain state and local revenue and expenditure information.

Smith deferred to Moore for further explanation of the issues behind HB 2457, noting this would be a massive undertaking and KIC had been asked to participate in preliminary committee meetings.

Moore noted several other issues within this legislation. Discussion ensued. Moore noted that most of the information that would be provided by this legislation is already available, and this would package it all together. Discussion ensued.

10:30 a.m. Thornburgh joined the meeting.

Moore noted the bill has passed the House and is currently in the Senate. The Department of Administration has not taken a position on this bill. Yunk noted INK should continue to monitor its status.

Smith provided the Board with the *State of the Portal Presentation* highlighting several aspects of the “Kansas.gov” website.

Moore requested clarification regarding revenue/non-revenue projects and how the priority of projects is determined by INK. Discussion ensued.

Yunk noted the Board should further discuss this issue, and asked Hollingsworth to put it on a future meeting agenda.

At 11:35 a.m. Yunk requested the Board take a break.

At 11:45 a.m. the Board reconvened.

Smith provided the Board with an update on the Subscriber Payment Options issue, providing a brief history of the issue and then presented the Board with KIC’s recommendation. Smith also provided the Board with an Aging Report, which illustrated the funds that were carried over during each billing cycle.

Within KIC’s INK Subscriber Payments Recommendation, Smith highlighted six items on page 2 which outlined the proposal, including:

1. There will be two (2) options for payment: ACH or manual check.
2. Monthly account holders who pay via manual check will receive a 3 percent manual processing fee assessed to their monthly balance.
3. Monthly account holders who pay via ACH will have no additional fee.
4. Monthly account holders will have net 15 days to pay.
5. Any monthly account not paid in full at the end of the month will have a 1.5 percent late fee attached to the balance due.
6. Any monthly account not paid in full at the end of the month will be blocked from further use until payment is received.

Discussion ensued regarding the proposal. Following the discussion, Yunk asked the Board to take action on this ongoing issue.

A motion was made by Thornburgh to take KIC's INK Subscriber Payments Recommendation, outlined with the previous six items listed. Seconded by Ahlerich. Discussion ensued.

Dunham specifically noted item 4, regarding net 15 to pay, and suggested that net 30 would be more reasonable. Discussion ensued.

Thornburgh, with the approval of Ahlerich, offered an amendment to the original motion to change item 4 from net 15 to net 30 on page 2 of the INK Subscriber Payments Recommendation.

Yunk referred to the amended motion. Motion carried.

Ahlerich abstained from the vote.

Following the discussion, Yunk noted the Board would like to monitor the outcome of this action to see if there are any negative effects. Yunk requested that KIC monitor the affect of these changes over the first six months and follow up with further information to the Board as these changes were made.

Yunk welcomed King to the INK Board and thanked Smith for her efforts as KIC General Manager.

At 12:00 p.m. Yunk requested the Board take a break for lunch.

12:15 p.m. Ahlerich was excused from the meeting.

At 12:20, Yunk reconvened the meeting.

INK Counsel

Elwood provided an overview of the Network Manager Contract Compliance Report, referring to the INK/KIC Contract and the expectations INK has of KIC. Elwood noted that most of the issues were of compliance, not conflict. Discussion ensued.

Elwood provided Board Member 101, going over the board member responsibilities, basic structure, duties and other topics of interest to the INK Board. Discussion ensued.

Thornburgh requested clarification regarding filing statements of substantial interest. Elwood noted he would follow up on this.

Slimmer noted that the Executive Committee was not specifically addressed in the INK bylaws and questioned whether these kinds of issues should be addressed within the bylaws. Elwood noted that the Committee by Board Resolution was adequate.

Yunk noted that several of these issues could be revisited, and recommended forming a Committee to review the Bylaws and make recommendations to further address some of these issues.

A motion was made by Thornburgh to form a Committee to review the Bylaws, consisting of Dunham, Ahlerich, and Elwood. The Committee was to perform the necessary review and bring any suggested changes to the May 2007 INK Board meeting. Seconded by Winfrey. Motion carried.

Elwood provided the Board with an overview of the Executive Director Responsibilities. Elwood asked that Board Members look over these draft responsibilities and provide any feedback or updates they may have prior to the next INK Board meeting.

Executive Director Report

Hollingsworth provided the Board with an update regarding two Grants previously provided by the INK Board.

The first grant request related to the Kansas Historical Society K-SPACE project. The Kansas Historical Society requested an extension for the remaining expenditure until September of 2007. Hollingsworth requested the deadline be extended to December of 2007 to conform to the approved deadlines established the Granting Procedures and Guidelines. A motion was made by Thornburg to allow the time extension to the Kansas Historical Society to December 2007. The motion was seconded by Slimmer. The motion carried.

The second grant request discussed was related the Kansas Statehouse Spotlight Project. The nature of the request was to reallocate \$14,000 identified by the grant recipient of the original grant request allocated for Personnel Costs. The grant recipient has requested \$4,000 be reallocated to Promotional costs and \$10,000 be reallocated to Equipment costs. A motion was made to allow for the reallocation of the money on the grant by Slimmer and seconded by Winfrey. After discussion on the motion the motion was withdrawn.

A motion was made by Thornburg to allow the reallocation of grant funds from the Personnel costs in the amount of \$4000 to the Promotion Costs for the Statehouse Spotlight grant. The motion was seconded by Dunham. The motion carried.

A motion was made by Thornburg to allow the reallocation of funds from the Personnel costs to the Equipment costs in the amount of \$10,000 to Equipment costs. The motion was seconded by Dunham. The motion failed.

The INK Board requested the INK Executive Director communicate to the grant recipient of the expectation of the Board that the \$10,000 shall remain unspent.

Hollingsworth noted that he would like to have the opportunity to work with the new KIC Network Manager Counts to reach a consolidated approach in the business planning processes of both KIC and INK and would report back to the board at a later meeting.

The INK Board Chair had discussion with the INK Board of the need to have an alternative approver of leave requests for the INK ED. The Chair recommended the President of Kansas Inc, who works in the same building as Hollingsworth and due to the lack of immediate access for such approval from the INK Board Chair. The INK Board agreed that this duty could be delegated to the President of Kansas Inc, Stan Ahlerich.

Hollingsworth provided a brief overview of a meeting held in Madison Wisconsin regarding the Kansas PKI initiative. Kansas was invited by the Wisconsin group to provide a description of the processes required by the Kansas PKI. Also invited were representatives from Illinois. Hollingsworth reported the discussion was insightful and Kansas received high regards for their effort. Hollingsworth further stated that on-going discussions continue to occur with Wisconsin as they work to construct a PKI in their state.

Business Planning Process

A motion was made by Thornburgh to approve the INK Executive Directors report. The motion was seconded by Dennis Slimmer. Motion carried.

With no further action, Yunk adjourned the meeting at 1:40pm.

Respectfully submitted,

Joan Wagnon
Secretary